

AMERICAN EMBASSY

ADMINISTRATIVE ASSISTANT

This position will provide administrative support to the Container Security Initiative office located in the Port of Colombo.

If you have an administrative background in a computerized workplace, and possess excellent oral & written communication skills as well as good interpersonal skills, then this position will definitely interest you. Please send in your detailed curriculum vitae along with a cover page containing the following information:

1. Position applied,
2. Name,
3. Telephone Number,
4. Are you between ages 18-60? (Y/N)
5. Do you possess 6 months post G.C.E. Advanced Level professional qualification in the field of Accounting? (Y/N - If 'Y' give details with name of institution, duration of course/s etc.)
6. Do you possess three years of Administrative type work experience? (Y/N - If 'Y' state employer, position title, years/months of experience)
7. Do you have the ability to read, write & speak English and Sinhala fluently?
8. Do you have a class C, C1 driving license, or be able to obtain one within three months of employment? (Y/N - If you already have a license, please give details)

If you are the right candidate, your take home monthly salary will be Rs. 48,965/-.

Your application should reach us on or before December 1, 2008 at;

✓ P.O. Box 106, Colombo; or ColomboHR@state.gov

✓

Please don't forget to mention the position applied for on the top left-hand corner of the envelope or in the subject line of your e-mail.

✗ Persons who do not conform to the minimum requirements stated above should not apply. Only short-listed candidates will be contacted.

The U.S. Embassy is an Equal Opportunity Employer